



RESERVE AFFAIRS

ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, DC 20301-1500

03 MAR 2004

MEMORANDUM FOR ASSISTANT SECRETARY OF THE ARMY (M&RA)
ASSISTANT SECRETARY OF THE NAVY (M&RA)
ASSISTANT SECRETARY OF THE AIR FORCE (M&RA)
DIRECTOR OF RESERVE AND TRAINING, U.S. COAST
GUARD

SUBJECT: FY 2004 Reserve Personnel Center Commanders'/Individual Ready Reserve
Conference

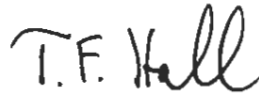
Each year my office sponsors a Reserve Personnel Center Commanders'/Individual Ready Reserve (IRR) Conference. This conference has proven to be a very productive forum for exchanging ideas and developing ideas for improving management of the IRR. This year's conference is scheduled for July 20-21, 2004, in New Orleans, LA, and will be hosted by the Naval Reserve Personnel Center (NRPC).

With the increased interest in the IRR, this year's conference provides the timely opportunity to share ideas on how to use this valuable manpower resource - not only in support of ongoing operations, but more importantly across the full spectrum of duty under the new Continuum of Service paradigm. New concepts and initiatives associated with the IRR have been planned and, in some cases, initiated that support this new management and service paradigm. We will review these items and also develop action plans to enhance or create new concepts and programs.

Similar to previous years we are planning the conference agenda to include both information briefings on a variety of subjects and workshops to discuss and develop ideas and action plans. Attendees should plan on two full days of conference participation and schedule travel to accommodate the entire agenda. Further details will be provided to you in the invitation letter from NRPC.

With all the activity that has been going on since the last conference in April 2003, I would like to ensure that we also address those issues/topics that are the highest priority to you. I would like all recipients of this memo, both addressees and those receiving courtesy copies, to provide 1) a point of contact (POC) for the conference, and 2) a list of issues/topics you desire to have addressed. Please provide the name and phone number of your POC and your list of issues/topics to my point of contact by March 19, 2004.

I appreciate your continuing support of this conference. My POC for the conference is Mr. Dan Kohner who can be reached at (703) 693-7479 or DSN 223-7479. The NRPC POC is LCDR Joe Cooper who can be reached at (504) 678-1262 or DSN 678-1262.

A handwritten signature in black ink that reads "T. F. Hall". The letters are cursive and fluid, with the first name "T. F." and the last name "Hall" clearly distinguishable.

T. F. Hall

cc:

Commander, Human Resources Command - St Louis

Commander, Naval Reserve Personnel Center

Commanding General, Marine Corps Reserve Support Command

Commander, Air Reserve Personnel Center